

**IN THE CLAIMS:**

Claim 1 (currently amended): A system to assist a user with preparation and mailing of a communication requiring delivery by a special service wherein the special service has fees associated with postage and services to effect the delivery by the special service, the system comprising:

a computer accessible site that automatically provides the preparation of the communication requiring the delivery by the special service and automatic payment of the fees associated with the postage and the services required to effect ~~associated with the delivery by the special service~~;

a computer for accessing the computer accessible site via a computer network; and

a database accessible by the computer via the computer network wherein the database is remotely located ~~remote~~ with respect to the computer wherein the database ~~includes information~~ stores the communication, stores instructions to assist the user to complete the communication, stores criteria regarding selection of the special service appropriate for the delivery of ~~input from the user,~~ the communication and stores requirements to effect ~~effectuate~~ the delivery of the communication by the special service ~~wherein the requirements are based on the information input from the user~~ wherein the

communication in the database is selected via the computer and further wherein the communication is automatically prepared in compliance with the requirements of the delivery by the special service and further wherein the communication is automatically mailed by the special service via the computer accessible site.

Claim 2 (previously amended): The system of Claim 1 further comprising:

means for inputting the information by the user.

Claim 3 (currently amended): The system of Claim 1 further comprising:

a plurality of forms stored in the database ~~wherein the user may choose any one of the plurality of forms.~~

Claim 4 (original): The system of Claim 1 further comprising:

a directory of addresses stored in the database.

Claim 5 (previously amended): The system of Claim 1 further comprising:

means for generating addresses necessary for delivery based on the information input by the user.

Claim 6 (previously amended): The system of Claim 1 further comprising:

means for generating the communication based on the information input by the user.

Claim 7 (previously amended): The system of Claim 1 further comprising:

means for suggesting mailing requirements based on the information input by the user.

Claim 8 (previously amended): The system of Claim 1 further comprising:

means for computing postage costs and fees to the user associated with the delivery by the special service.

Claim 9 (previously amended): The system of Claim 1 further comprising:

means for contacting a supplier necessary to complete the delivery of the communication by the special service.

Claim 10 (previously amended): The system of Claim 1 further comprising:

means for storing the information input by the user and communications generated for the user.

Claim 11 (original): The system of Claim 1 further comprising:

means for generating a report for the user.

Claim 12 (currently amended): A method for assisting with preparation and automatic mailing of a communication requiring delivery by a special service, the method comprising the steps of:

providing a computer-accessible site;

providing a database accessible by a user via the computer-accessible site wherein the database is remotely located ~~remote~~ with respect to the user wherein the database ~~includes information~~ stores instructions to assist the user to complete the communication, stores criteria regarding selection of the special service appropriate for the delivery of the communication, stores requirements to effect ~~effectuate~~ the delivery of the communication by the special service, stores the communication, and stores a directory of mailing addresses wherein the directory of mailing addresses is accessed to confirm an address of a recipient of the communication;

inputting information into the database regarding demographics of the user via the computer-accessible site wherein the requirements to effect ~~effectuate~~ the delivery of the communication by the special service are based on the demographics of the user;

selecting the communication in the database via the computer-accessible site;

selecting a geographical region within which the communication is to be delivered;

preparing the communication according to selection of the geographical region;

automatically mailing the communication by the special service based on the requirements to effect ~~effectuate~~ the delivery of the communication by the special service;

generating fees, postage costs, and special service mail provider costs; and

automatically paying the fees.

Claim 13 (previously amended): The method of Claim 12 further comprising the step of:

determining required services for the delivery by the special service and costs associated with the delivery.

Claim 14 (previously amended): The method of Claim 12 further comprising the step of:

providing suggestions for complying with requests for delivery by the special service based on the demographics input by the user and the communication chosen by the user.

Claim 15 (original): The method of Claim 12 further comprising the step of:

generating the communication based on information input by the user.

Claim 16 (original): The method of Claim 12 further comprising the step of:

providing the communication to the user via a display screen.

Claim 17 (original): The method of Claim 12 further comprising the step of:

providing dates and times of steps taken by a special service mail provider in mailing the communication.

Claim 18 (original): The method of Claim 12 further comprising the step of:

generating a report of actions taken by a special service mail provider.